STEP 6: ENTER GRANT APPLICATION

Before you are able to enter the grant application, your agency's Project Director must have:

1. Created the Application (Click the "Getting Started" button in the "Home" page in OLGA, See Step 4: Create Application)
2. Assigned you as a User (Click the "Getting Started" button in "Home" page in OLGA, See Step 5: Assign Users to Projects)

Step 1 – In the OLGA "Home" page, click "EGrAMS (OLGA) Login".

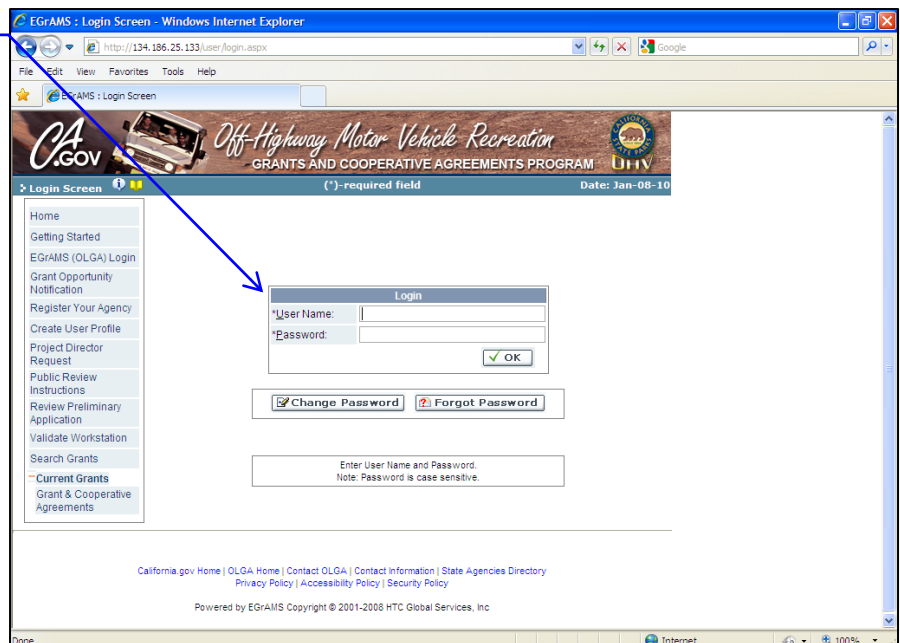This action will display the screen in Step 2.

Step 2 – In the "Login Screen":

Enter your User Name and Password, then

Click the "OK" button.

This action will display the screen in Step 3.

Step 3 – In the "Welcome Screen":

Click "OLGA Menu" in the footer of the "Welcome" screen.

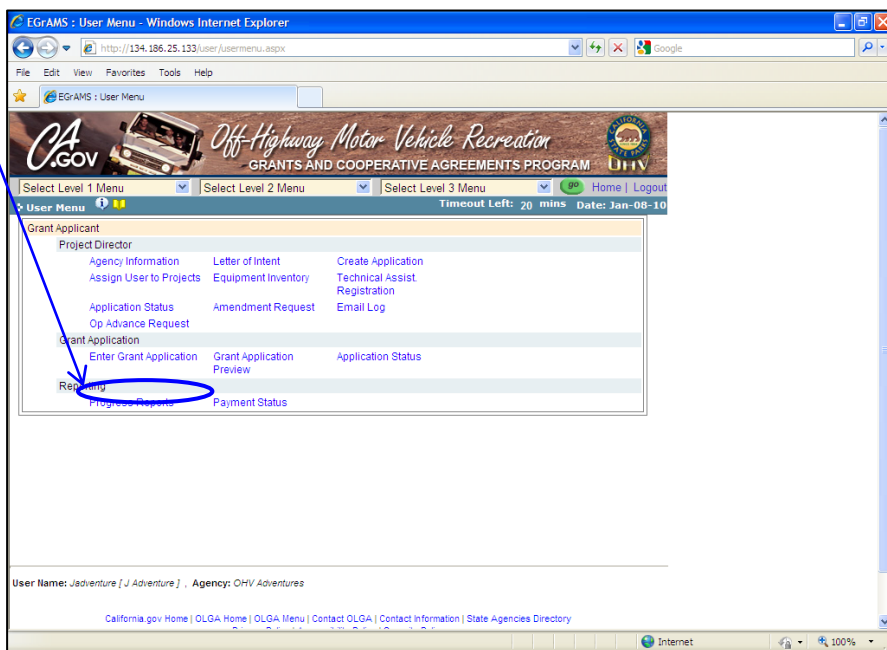This action will display the screen in Step 4.

Step 4 – In the "User Menu" screen:

Click "Enter Grant Application".

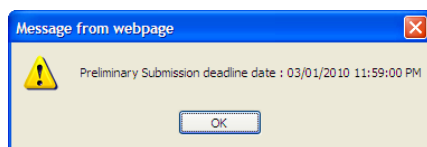This action will display the screen in Step 5.

This screen displays your agency's Federal ID and Agency Name and the projects that were created / initiated by your agency's Project Director.

Step 5 – In the "Grant Application Entry" screen you may enter / edit your grant application.

Click on the "Title" of the "General Application Requirements" or the specific project you wish to work on.

On selection the system will display a submission reminder as displayed below. Click "OK"

Message from webpage

⚠ Preliminary Submission deadline date : 03/01/2010 11:59:00 PM

OK

This action will display a screen similar to that in Step 6 (depending on which project is selected).

Step 6 – Navigate through the tabs to enter the appropriate data required for your grant application.

Note: Reference the 'Navigation Tools and Tips' on pages 4 – 7 of this document to assist you in performing tasks to complete your grant application.

STEP 6: ENTER GRANT APPLICATION

Navigation Tools and Tips

Navigation Buttons:

ⓘ **Instructions / Information** (i-bubble) - Provides instructions / information for a specific item or screen

📖 **Screen Help** (yellow-book) - Provides detail instructions about a specific functionality (not available in all screens

⋯ **Show Lookup/Drop Down** - Displays a list of valid values for a specific field

go **Go** - Displays the respective screen

▶ **Next Page or Tab**

⏭ **Last Page**

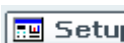◀ **Previous Page or Tab**

⏮ **First Page**

☑ Click to Select

Show Documents – Displays reference documents (i.e., Regulations, Appendix, Soil Conservation Standard and Guidelines, Soil Conservation Plan Checklist, Location Map, Application Submittal Instructions)

Logout – Logs you out of the grant application section of OLGA

Action Buttons:

√ OK   Updates or Saves an action

⊗ Cancel   Cancels an action

Setup   Allows setup (add or change) a current screen

Review   Allows review of the current screen

Find   Finds the selection criteria entered

✕ Close   Closes the current screen and returns to the main screen

Save   Saves entries

Save Saves entries and moves to the next page

Validate Checks for errors

Errors Displays errors

PDF Displays the current section in pdf format

Spell Performs a spell check on the text entered in the respective section

Show Tree Displays a site map of the current section / tab

Tips to Delete / Correct Data Entries and Navigate:

Index tab – Access the Index tab to:

- Delete data entry in a specific section of the application:

  Click the appropriate ✗ under the "Del" column to delete data entries.
  Note: All entries contained in that specific section will be deleted.

- Access "Errors":

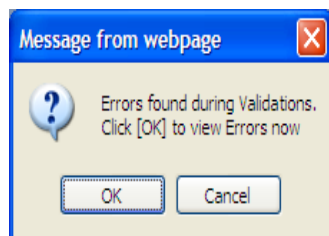 Click on the appropriate 🔴 under the "Errors" column to access the errors for that specific section.

- Verify the "Status" of specific sections of the application has been entered.

- Navigate to specific sections of the application by clicking on the specific section.

STEP 6: ENTER GRANT APPLICATION

Saving and Validating Data

As you're working through the application you should click the 'Save' button in each screen to save the entries.

And click the 'Validate' button to check for errors.

If errors exist during 'Validation', the following message appears:

Click 'OK' to display the error(s).

The "Errors and Warnings" screen will display.

"Errors and Warnings" screen

Errors will be listed, identifying the "Category" where the error exists and a description of the error.

Clicking on the check box ☑ will take you directly to the error for correction.

Once the error is corrected, 'Save' and 'Validate' again to ensure the error has been corrected.
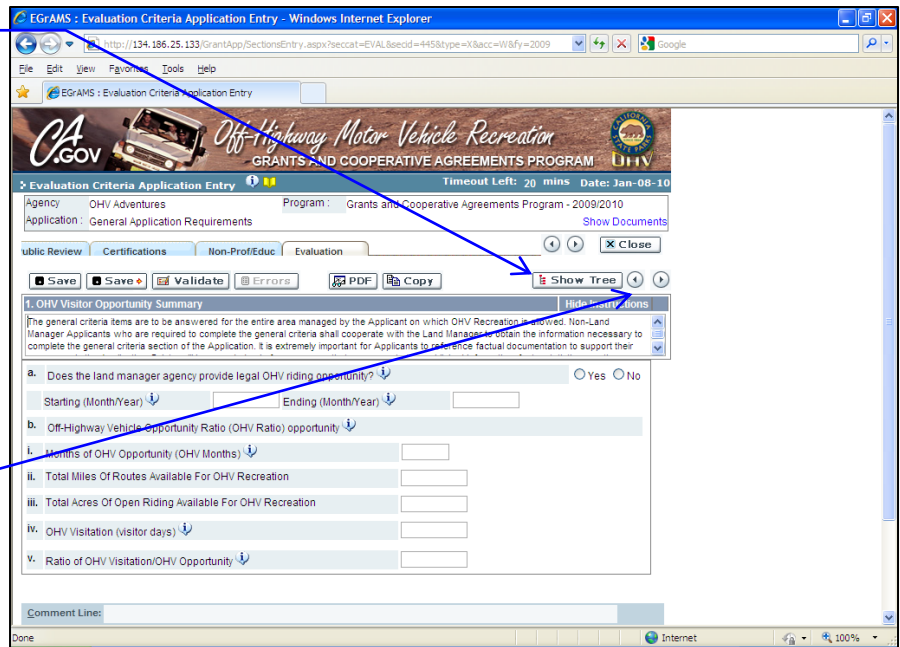
STEP 6: ENTER GRANT APPLICATION

Use the "Show Tree" button to Navigate within a Tab

You may use the "Show Tree" button to navigate within a tab.

Click the "Show Tree" button to display a site map of the current tab.

The next screen displays an example of a "Show / Section Tree" screen.

Remember: You may also navigate within a tab using the Next ⊙ and Previous ⊙ buttons to the right of the "Show

"Show / Section Tree" screen

This screen displays an example of a site map for an Evaluation tab.

Clicking on a specific section will navigate you directly to that screen within that tab.

STEP 6: ENTER GRANT APPLICATION